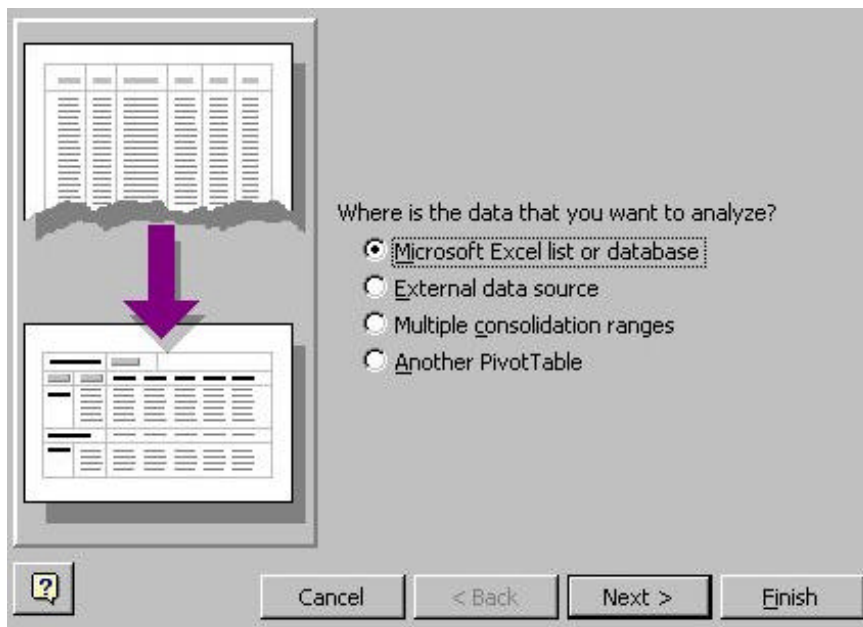


INTEGRATED TRAINING AREA MANAGEMENT
ITAM Learning Module
Helpful Note

Creating a Pivot Table in Microsoft Excel

Microsoft Excel includes a very useful tool called a Pivot Table Report. This tool can greatly facilitate the task of formatting data for data analysis and examination. The procedures discussed here are specific to Microsoft Excel 97 (version 8.0) but are similar in earlier versions of Excel.

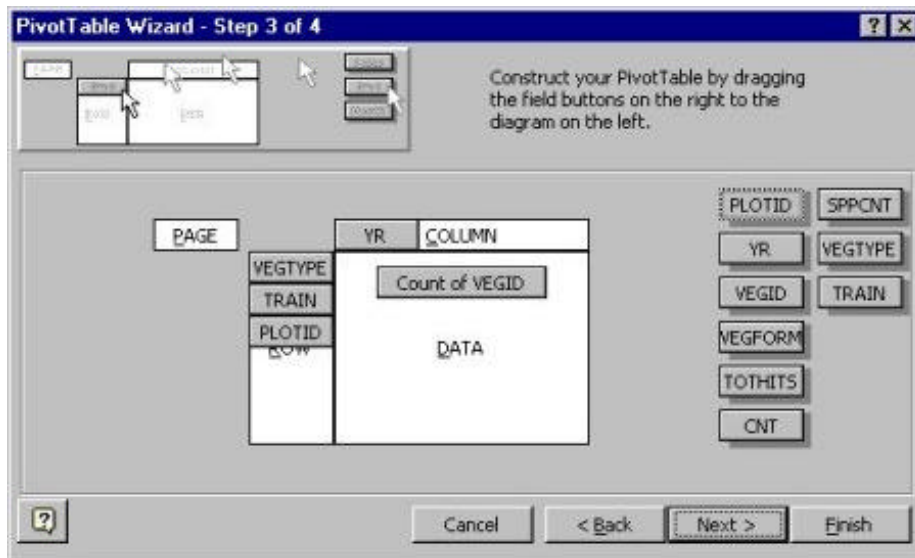
Before using the pivot table tool you will need to gather data into an Excel worksheet. Entering the data manually or exporting data from a database are two options of doing this. To access the Pivot Table Wizard select **Data** from the main menu then select **Pivot Table Report** from the submenu. The wizard will present a number of screens to you, which are explained below.



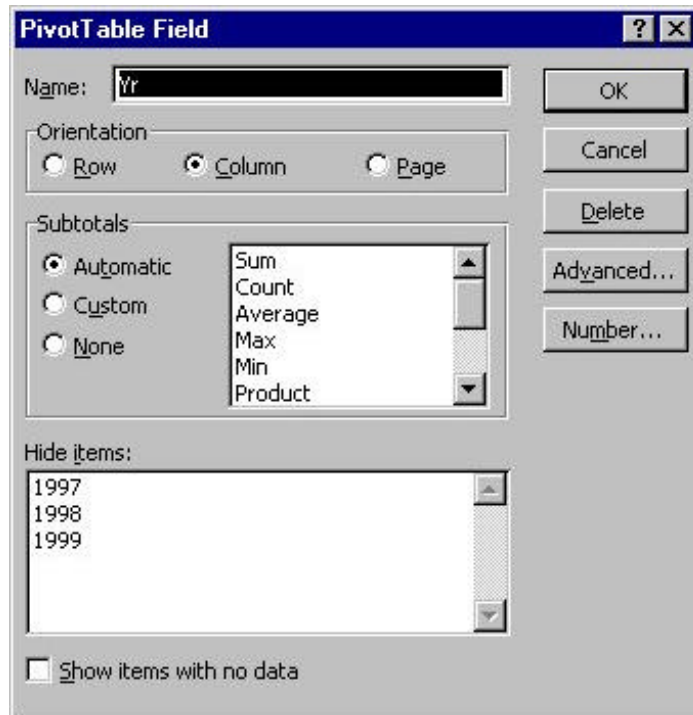
First Screen -- The first option (Microsoft Excel list or database) is the default and is used for data contained in a worksheet. Choose the Next button.



Second Screen -- When a dBase file is opened in Excel, the whole data range is delineated as the input for the Pivot Table. To change the range, highlight the data by dragging the cursor, while holding down the left bottom, over the cells you wish to include in the Pivot Table. Click Next.



Third Screen -- The columns from the select range are listed to the right. Drag the buttons to their appropriate location on the pivot table. In this example PlotID is the designation for rows, Yr for columns and VegID for data. To change the summary for the elements in the data section double click the button in the data area. Select the desired summary from the list box.



The output of a Pivot Table Report can be restricted, such as the number of years of data displayed. To change the years displayed double click the desired button in the Pivot Table Wizard. In this example the Yr button in the column area was selected. Select all items you wish to exclude from the Hide Items list. This can be done with each button that is moved on to the Pivot Table. After all options in the pivot table are set click the Next button.

On the last screen of the Pivot Table you choose the destination of the pivot table. You may also set additional options by selecting the Options button. Clicking Next on this last screen will generate the pivot table.

If the Pivot Table is not as expected, click the right mouse button in a cell of the Pivot Table, from the menu click Wizard and return to the Pivot Table Wizard window.